UNIVERSITY OF **TORONTO**

Work Instruction

Document Reverse

FB03

When to Use

Use this procedure to reverse an existing Journal Entry or Accounts Payable (when a cheque has not been issued) document.

Steps

- Determine the document number to be reversed.
- Reverse the document in FIS.
- Record the FIS document number on the original invoice and file the document in accordance with the UofT file plan.

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounting ➜ Financial Accounting ➜ Accounts Payable ➜ Document ➜ Display

OR

- Accounting ➜ Financial Accounting ➜ General Ledger ➜ Document ➜ Display Document

## Transaction Code

FB03

Helpful Hints

- If an Accounts Payable document is incorrect but a cheque has already been issued, but not yet cashed then go to the instructions on how to request a stop payment: http://finance.utoronto.ca/faqs/cheque-production/
- If an Accounts Payable document is incorrect and a cheque has already been issued and cashed, then go to the instructions on how to process a credit memo: http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf
- To reverse Internal Revenues/Expense Recoveries (28xxxxxxxx) documents: http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf
- To reverse ERDD (23xxxxxxxx) documents: http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdfm
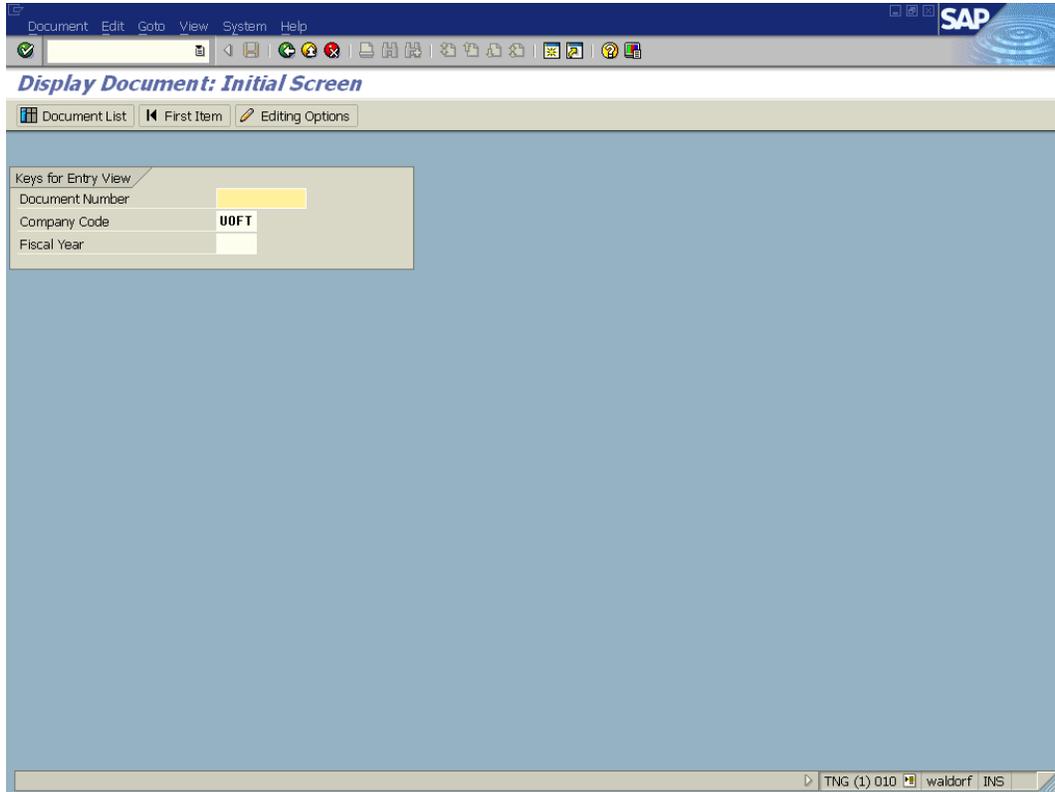
Detailed Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu
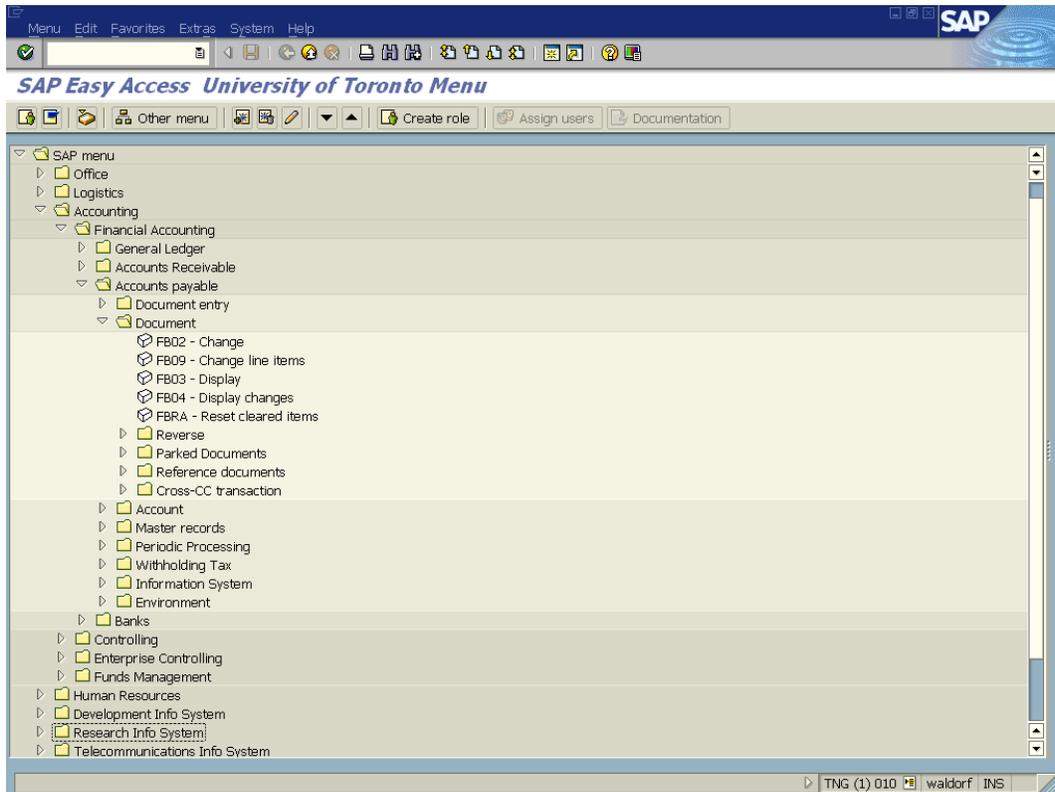
2. Double-click ⊙ FB03 - Display .
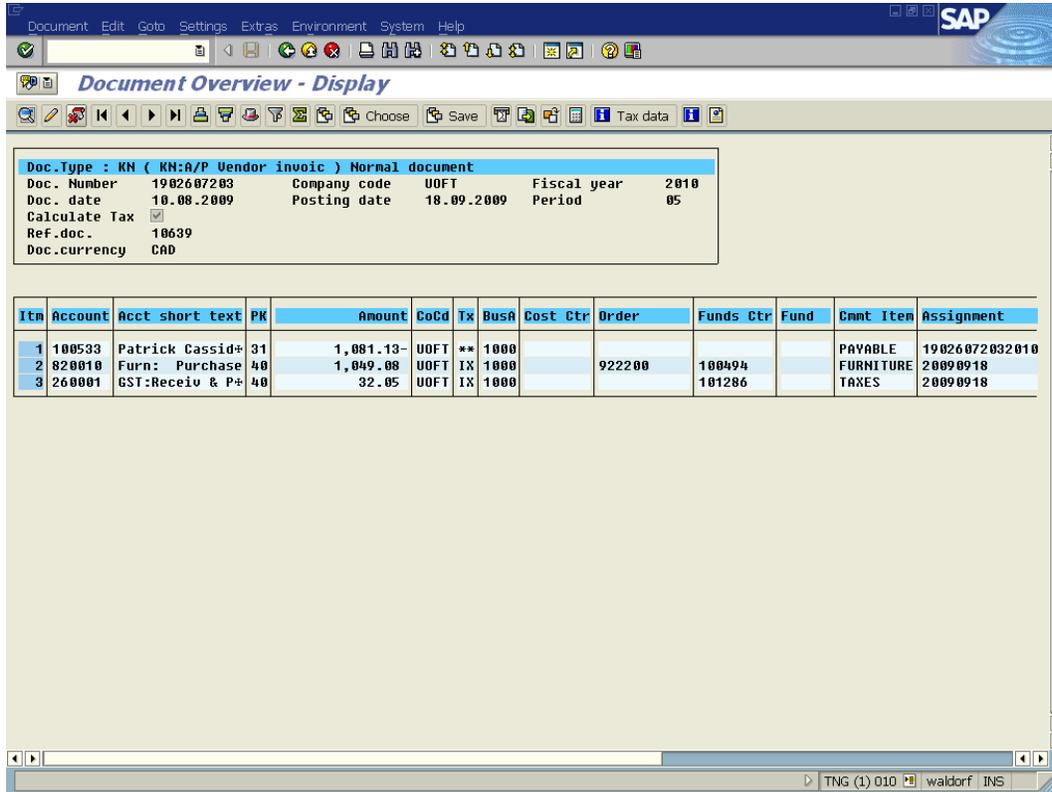
Display Document: Initial Screen

3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Document Number	Required	AMS assigned number.
Company Code	Required	Defaults to UofT. Change only if required.
Fiscal Year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year). Leave blank to allow the system to retrieve the fiscal year.

4. Click to display the document.

Document Overview - Display

5. Click 🔧

ℹ️ If the 🔧 icon is not available, then the document cannot be reversed using this procedure.

Use one of the following methods:

Process a correcting journal entry: http://finance.utoronto.ca/wp-content/uploads/2016/02/Journal-Entry-Create-Convertedfeb03-1.pdf

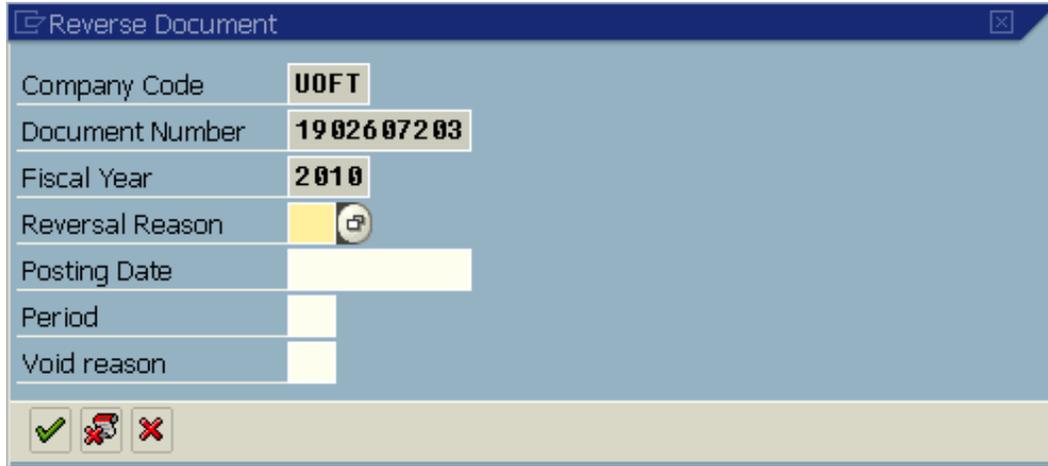Apply credit to an account for returned goods or overpayments:
http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf

Reverse Internal Revenues/Expense Recoveries (28xxxxxxxx) documents:
http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf

Reverse ERDD (23xxxxxxxx) documents:
http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf
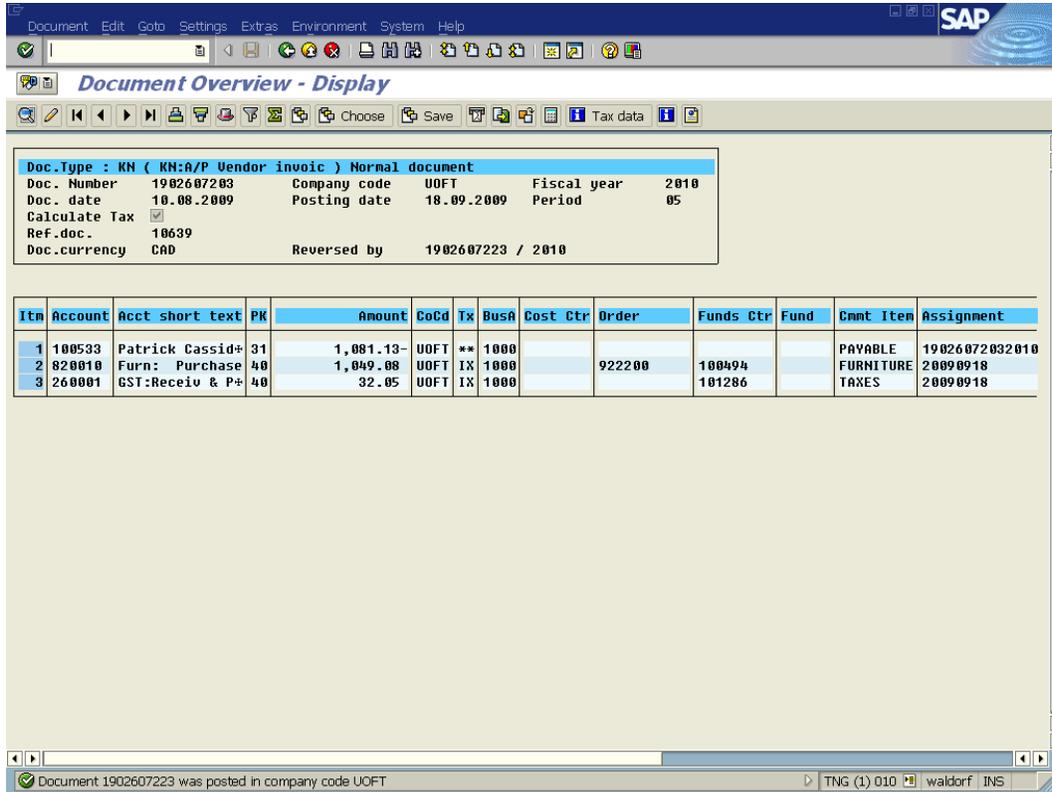
Reverse Document

6. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Reversal Reason	Required	Reason for reversing a document.
Posting Date	Required	Date the financial transaction is recorded. Enter the current date (not the posting date of the original transaction)

7. Click ✔ to Validate; to Reverse or ✖ to Cancel the entry.

Document Overview - Display

The system displays the following message, indicating the reversal document number:

✅ Document 1902607223 was posted in company code UOFT

The original document is displayed with the *Reversed by* document shown in the header. Click the *Reversed by* document number to display the reversal document.

Resource Information:

Contact your FAST team representative for additional assistance
http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

Reference Guides:

Invoice Create:
http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf

Document Change:
http://finance.utoronto.ca/wp-content/uploads/2015/11/docchngje.pdf

Credit Memo:
http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf

Reverse ERDD document:
http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf

Reverse Internal Revenue/Expense Recovery document:
http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf

FAQs: Cheque Production:
http://finance.utoronto.ca/faqs/cheque-production/